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Executive

10 June 1949

Chairman, Intra-Agency Committee on Administrative Over Procedures
Chairman, Committee on Issuances of Covert Regulations

Administrative Issuances

1. Reference is made to the reports to you from the Committee on Issuances of Covert Regulations and the Committee on Administrative Over Procedures, dated 19 May 1949 and 24 May 1949, respectively. As Chairman of both Committees, the undersigned reports herewith the results of a joint meeting held between the two Committees on 9 June 1949.

The Committees agreed on the following recommendations:

- a. Three-post binders be used by holders of full manual to file manual issuances. Standardized three-ring binders be used by holders of partial manual to file issuances pertinent to their needs.
- b. The over-all security classification of the manual be SECRET. Each page be classified in accordance with the nature of its contents. TOP SECRET issuances be handled separately.
- c. A keyloid or similar position tab divider in appropriate color scheme be adopted for use in the manual. This recommendation is subject to availability and practicality from a procurement standpoint.
- d. The numbering system and format, as shown on the previously forwarded sample manual, be adopted for use.
- e. Additions to subparagraphs should be incorporated by use of a decimal and the next open numerical identification.
- f. Offset reproduction be used by both Agency-wide and office issuances.
- g. All policy, instructional and procedural information of a semi-permanent or permanent nature and having general applicability, be included; and issuances of a one-time nature, such as "Temporary Parking Facilities on a Given Holiday," be prepared in the same form as regulations of a permanent nature, except that page, code and number would not appear.
- h. Appropriate distribution markings be indicated on each page of the manual.
- i. Transmittal sheets be used in distributing regulations and that such sheets have a brief explanation of the issuance transmitted

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indicating the changes or additions being made. The transmittal sheet also indicate if an issuance having a restrictive distribution has been issued under the last preceding transmittal sheet. Such sheets would be filed in proper page sequence so that a holder of a manual will know that he has received all pages that he should have received.

j. The original signed copy of Agency-wide regulations be filed in the Management Office. The separate manual pages will not indicate signature of the approving official.

k. Table of Contents be provided which would be broken down by the major subject section of the manual and subtitles under each major section title. As soon as possible, a subject index will be included and placed in the manual under Category 1.

l. The code designation of AM be used on each page for Agency issuance. On Agency-wide Covert Issuance, the designation AM(C) would be used. Issuances of the separate offices of CIA would bear their organizational code designations which are listed below:



(5) Other offices of CIA, such as GRR and CO, would have designations of GRR and CO, respectively.

2. The points of major disagreement which were not resolved in the joint committee meeting are listed below:

a. It was agreed that the first nine categories should be as follows:

- (1) Manual
- (2) Communications
- (3) Finance
- (4) Liaison
- (5) Operations
- (6) Organization
- (7) Personnel
- (8) Security
- (9) Services

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The Overt Committee felt that there should be an additional category entitled "Transportation" which would include transportation of things and personnel. The Covert Committee did not feel there should be any such category and that the existing categories would adequately cover the subject. Those portions of a proposed "Transportation" category would be placed under the existing categories, such as "Finance," "Personnel" or "Services."

b. There was a disagreement between the two Committees in connection with indicating the signature of the approving officer on the transmittal sheets. The Overt Committee felt that a signature should be indicated by typewritten name.



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4. The Overt Committee specifically recommended that the manuals containing Agency-wide issuances be distributed down to Division level, with provision for exceptions where required to provide more manuals or to eliminate distribution to particular Divisions. The Covert Committee was not in disagreement with this recommendation in view of the provision relating to exceptions.

/s/

JOHN E. JARNER
Chairman

20 June 1949

To: Chairman, Intra-Agency Committee on Administrative Overt Procedures
Chairman, Committee on Issuances of Covert Regulations

1. Approved except as indicated below:

a. Paragraph 1 f - Offset reproduction will be required only for Agency wide issuances. It may be used for other issuances if feasible and considered desirable by the component.

b. Paragraphs 1 i and j are not favorably considered. Transmittal sheets will not normally be used. Issuances will be signed by appropriate authority prior to reproduction and distribution.

c. Paragraph 2a - A separate Transportation category will not be included initially.

2. The principle of limited distribution when warranted is approved.

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